
REVISOR OF STATUTES PERFORMANCE REPORT

July 1, 1998 – June 30, 2000

**Office of the Revisor of Statutes
700 State Office Building
100 Constitution Avenue
St. Paul, Minnesota 55155
651-296-2868**

**Web: www.revisor.leg.state.mn.us
E-mail: revisor@revisor.leg.state.mn.us**

**Michele L. Timmons
Revisor of Statutes**

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
DUTIES OF THE REVISOR'S OFFICE	2
LEGISLATIVE DUTIES	2
BILL DRAFTING	2
AMENDMENT DRAFTING	3
RESOLUTION DRAFTING	4
REVISOR'S BILLS	4
FORM APPROVALS OF BILLS	4
HOUSE COMMITTEE REPORTS	5
CONFERENCE COMMITTEE REPORTS	5
COMPARISON REPORTS	6
ENGROSSMENTS	7
ENROLLMENTS	8
ADMINISTRATIVE RULE DRAFTING	9
RULE DRAFTING AND FORM APPROVAL OF RULES	9
PROPOSED RULES	10
MODIFICATIONS	11
NOTICES OF ADOPTION	12
ADOPTED RULES	12
PUBLICATIONS AND ACCESS TO DATA	13
LAWS OF MINNESOTA	13
MINNESOTA STATUTES AND SUPPLEMENT	14
LAWS TABLES	14
STATUTORY EDITORIAL OPERATIONS	16
MINNESOTA RULES AND SUPPLEMENT	17
INDEXES	17
COURT RULES	18
BILL DRAFTING MANUAL	19
RULE DRAFTING MANUAL	19
RULEMAKING GUIDE	19
COMPUTER SEARCHES	19
COPIES OF, AND ACCESS TO, PUBLIC DATA	19
LEGAL ASSISTANCE AND LIAISON	20
COUNSEL TO SUBCOMMITTEE ON CLAIMS	20
COURT OPINIONS REPORT	20
UNIFORM LAWS CONFERENCE	21
INFORMATION FOR OTHER STATE OFFICES AND THE GENERAL PUBLIC	21
COMPILING DATA ON OPERATION AND EFFECT OF LAWS	22
INTERNAL OPERATIONS	22
COMPUTER SERVICES	23
MAINTAINING A COMPUTER SYSTEM	23
INTERNET	24
ACKNOWLEDGEMENTS	26

EXECUTIVE SUMMARY

The Office of the Revisor of Statutes is a nonpartisan legislative agency with 60 permanent full-time and temporary employees providing a broad range of services to the legislature, legislative staff, and executive and judicial branches of state government. The services provided by the office are imposed by law, legislative rule, or legislative custom.

This report is a review for the legislative biennium beginning July 1, 1998, and ending June 30, 2000, of each of the functions of the revisor's office that are identified by law, rule, or custom. Included as part of the report are graphs showing long-term trends in selected areas of office activities.

This biennium continues to show growth in the demands being made on the office. This is illustrated by an increase of over 900 bill drafting requests from the last biennium as well as corresponding increases in other documents such as House committee reports, amendments, conference committee reports, and bill enrollments.

The office continues to draft and review administrative rules as well as performing its legislative work. Administrative rule drafting work has decreased somewhat in the last two biennia, possibly due to rulemaking reforms enacted in 1995. Rule drafting work has held steady for this biennium.

Minnesota Statutes 2000 shows an increase of about 1,300 pages over *Minnesota Statutes 1998*. *Laws of Minnesota 2000* and *Laws of Minnesota 1999* showed a slight increase and a decrease respectively over the previous odd and even-numbered years.

One of the biggest demands on the office continues to be in the area of computer services. Internet use increased dramatically over the biennium. At the same time, the computer staff was devoting resources to development of the new bill drafting system, XTE. Despite these demands, the office has continued to expand the amount and usability of data available on the Internet.

In addition to the Internet, the office has made special efforts this biennium to make more information available to the public. These efforts include the compilation of a consolidated session law table that includes session laws acted on since 1945, and outreach activities, such as a series of educational seminars put on by the office.

The office has also undertaken considerable internal restructuring and educational efforts, including the preparation of completely new job descriptions, participation in a job study, relocation of some accounting processes, and the formation of several new task forces.

The revisor's office will prepare its next performance report in the fall of 2002. The report will review the work of the office during the 2001-2002 biennium.

DUTIES OF THE REVISOR'S OFFICE

This section of the report examines each of the functions of the revisor's office assigned by law, rule, request, or custom.

LEGISLATIVE DUTIES

Bill Drafting

Source of mandate: Minnesota Statutes, sections 3C.03, subdivision 2; 3C.035; and 3C.05, subdivision 1

The mandate to draft and review bills and related legislative documents generated for the legislature is the office's chief responsibility during the legislative session. That mandate has many component duties: the work of drafting itself, the management of drafting loads, the maintenance of a bill tracking system, the systems and software that support bill production, the training and documentation associated with those systems, the work of data entry, and the work of supervision and quality control. As required by statute, the office drafts bills on request for any member of the House of Representatives and the Senate, the Governor, and state departments and agencies. Bill drafting services are nonpartisan and confidential. All drafting is done by lawyers, and the attorney-client privilege, as well as broad statutory confidentiality protection, attaches. A peer review procedure is utilized as part of the comprehensive quality control system for bill drafting. Computer programs developed in the revisor's office transfer data for all introduced bills to the legislative Web site.

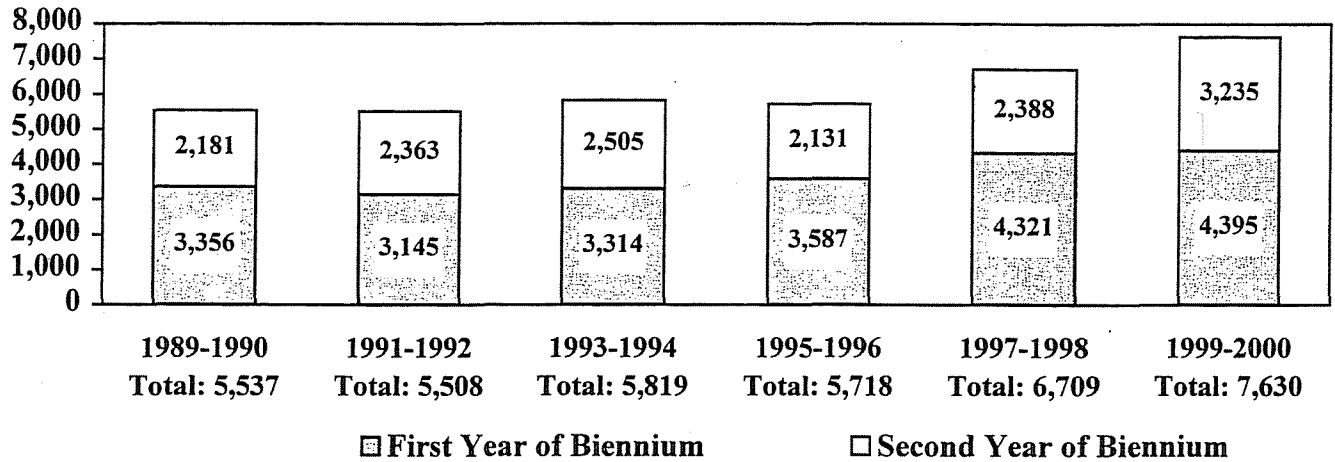
The revisor's office has a statutory mandate to draft bills for the Governor, departments or agencies of the state, and special legislative commissions as well as for the members of the legislature. In 1999-2000, the office drafted 592 of these bills.

Much of the bill drafting for departments and agencies is done prior to the start of each session of the legislature. We cooperate with Minnesota Planning and the Governor's office in preparing and jacketing agency bills, and with House and Senate majority and minority leadership in a collaborative effort to deliver these bills to the legislature in a timely manner.

The total number of bills prepared for introduction increases each year. The office processed 921 more bill files, including resolutions, in the 1999-2000 biennium than in the previous biennium, an increase of 14 percent.

In the first half of the biennium, 4,395 drafting files were opened and in the second half, 3,235 were opened.

Bill Drafts

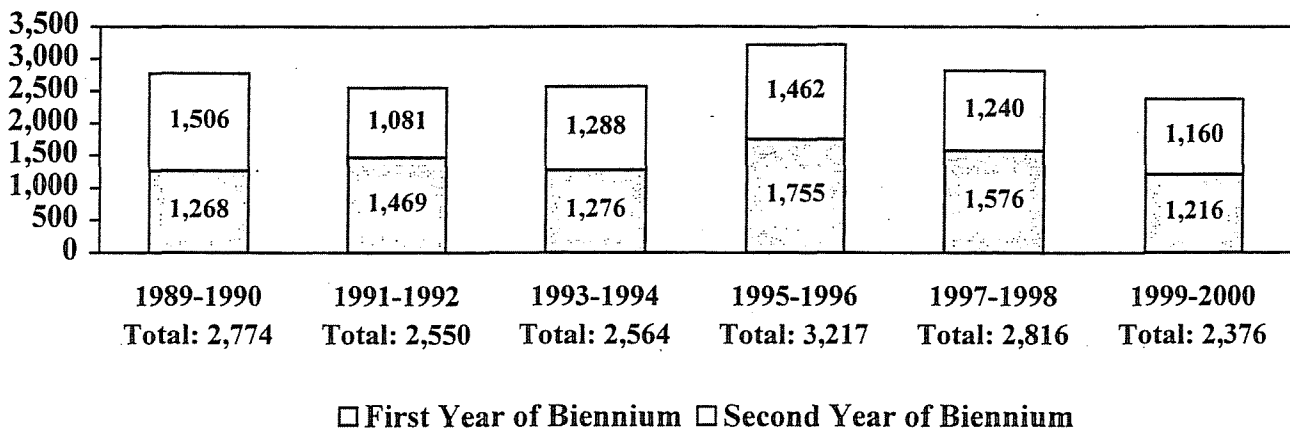


Amendment Drafting

Source of mandate: Minnesota Statutes, section 3C.03, subdivision 2

Amendments are prepared at the request of members, the Governor and other constitutional officers, and state agencies for Senate and House committees and floor sessions. In addition, two lawyers from the office are available on the House floor during floor sessions to draft amendments and to provide related legal advice. Support staff for preparing the amendments on the House floor is also provided by the revisor's office. The office prepared 1,216 amendments in the first half of the biennium and 1,160 in the second half.

Amendment Drafts



Resolution Drafting

Source of mandate: Minnesota Statutes, section 3C.03, subdivision 2

The revisor's office drafts memorial, concurrent, and congratulatory resolutions. Memorial resolutions are drafted for the same reasons as are bills: to accomplish public goals. A memorial resolution contains a statement of facts referred for action by a governmental official, agency, or body. Concurrent resolutions are drafted to do the internal business of the legislature, such as establishing budget limits; some simple resolutions also do internal business. The majority of resolutions drafted by the office, called congratulatory resolutions, are drafted to help individual legislators maintain good constituent relations. Resolutions are often presented at public functions by members or their designees. They are prepared and delivered directly to the requesting member who in turn obtains the proper signatures. In addition to formal resolutions, the office prepares text that can be used by the Governor's office in drafting proclamations if that is the form of congratulation the requester prefers.

The office prepared 568 congratulatory resolutions in the first half of the biennium and 614 in the second half.

Revisor's Bills

Source of mandate: Minnesota Statutes, section 3C.04

Revisor's bills are researched, proposed, and drafted by the office and introduced for consideration by members who sit on the House and Senate committees with jurisdiction over civil law matters. Revisor's office staff attend committee hearings on these bills and testify as requested by the members.

There are three principal types of revisor's bills: bills to correct technical errors in the statutes, bills to correct errors in a given session's bills, and bills to improve the style and form of statutory chapters.

Revisor's bills to correct obsolete and redundant language, erroneous and obsolete references, and conflicting amendments were passed in *Laws 1999*, chapter 86, and *Laws 2000*, chapter 260. Revisor's bills to correct session errors were passed in *Laws 1999*, chapter 249, and *Laws 2000*, chapter 499.

The session corrections bill is customarily one of the final bills passed during a session. Because of end of session time constraints, an abbreviated procedure is used for these end of session correction bills. The office works with legislative leadership to develop effective procedures for them.

Form Approvals of Bills

Source of mandate: House Rule 4.01, Joint Rule 2.01, and custom and usage of the legislature

The revisor's office examines each bill and endorses approval of its form and its compliance with joint rules of the House and Senate, House rules, and the provisions of the Minnesota Constitution relating to bills, for example, the single subject and enacting clause requirements. Technically,

this requirement of approval applies to bills prepared for introduction in the House of Representatives. In practice, it applies to all bills, since bills drafted for a Senate member have both House and Senate copies. Form checks and approvals are a standard part of the quality control component of the bill drafting process.

House Committee Reports

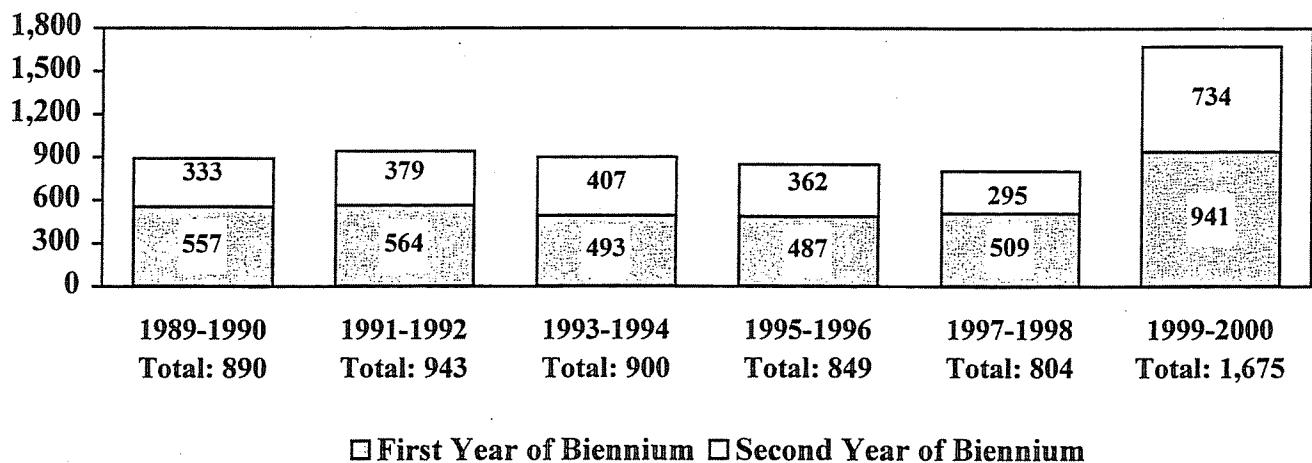
Source of mandate: Minnesota Statutes, section 3C.04, subdivision 6 (requested by the Speaker and Chief Clerk of the House)

The office drafts and approves all committee reports from standing committees of the House. Staff work closely with House committee staff and members to make sure the reports are technically accurate and legally sufficient.

During the 1999 session, 941 committee reports were prepared for the House. During the 2000 session, 734 committee reports were prepared for the House. We prepare minority reports for committees when requested. In the 1999-2000 biennium, the number of committee reports increased significantly because the speaker's office requested that we prepare a committee report each time a committee took action on a bill. Prior to this biennium, we prepared a committee report only when a bill was amended by the committee.

We also prepare subcommittee or division reports for the House. These reports are prepared at the request of a committee secretary or the chief committee clerk.

House Committee Reports



Conference Committee Reports

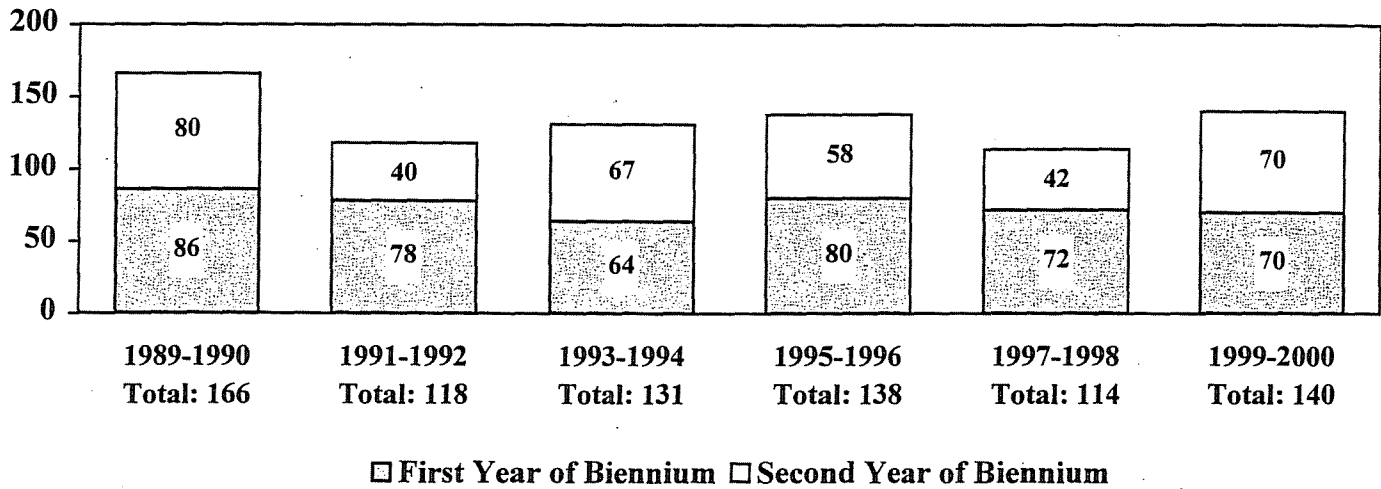
Source of mandate: Minnesota Statutes, section 3C.04, subdivision 6; custom and usage of the legislature

The revisor's office drafts and approves all conference committee reports of the House and Senate. Staff work closely with members and conference committee staff to make sure the reports are

technically accurate and legally sufficient. These reports are usually prepared under time constraints during the last few days of session. Computer programs developed by our office transfer data for conference committee reports to the legislative Web site.

During the 1999 session, we prepared 70 conference committee reports that were returned to the desks. There were 28 conference committee reports on House bills and 42 on Senate bills. When alternative and unofficial versions of reports are added, the total is 88. For 2000, the figures are as follows: 70 total reports returned to the desk, 26 for the House and 44 for the Senate. The addition of alternative and unofficial versions brings the total to 94.

Conference Committee Reports Returned to the Desks



Comparison Reports

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 6; custom and usage of the legislature (requested by members, Secretary of the Senate, and Chief Clerk of the House)

The revisor's office prepares two types of comparison reports for the legislature: side-by-side comparison reports and House and Senate desk comparison reports.

Side-by-side comparisons are usually requested for House and Senate bills under conference committee consideration. These documents show the text of the bills in a side-by-side presentation. Until 1992, the office prepared comparison reports for conference committees that were either cut-and-paste or "end-over-end" documents. In 1992, the office created a program to print side-by-side comparisons, and the production of these documents has increased significantly.

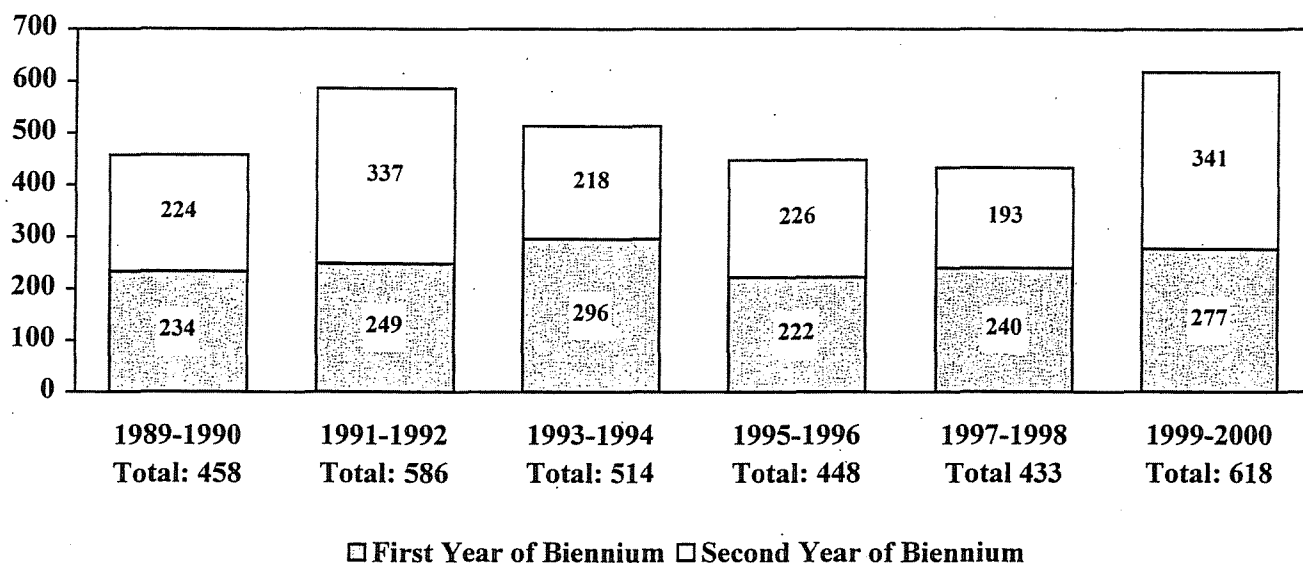
In 1999, 80 side-by-side comparison reports were prepared and in 2000, 111 side-by-side comparison reports were prepared for a total of 191 reports. This is a significant increase of 45 percent over the previous biennium.

Desk bill comparison reports are also prepared in a different form for use by the House and Senate desks. The reports are used to determine differences in companion bills.

The office prepares a short form for the Senate that reports only that the bills are identical or not identical. For the House, we prepare a detailed report showing the differences in language in each companion bill.

In 1999, the office completed 75 reports for the Senate and 122 for the House. In 2000, the office completed 68 reports for the Senate and 162 for the House.

Side-by-side and Desk Bill Comparisons



Engrossments

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 5, and Joint Rule 2.07

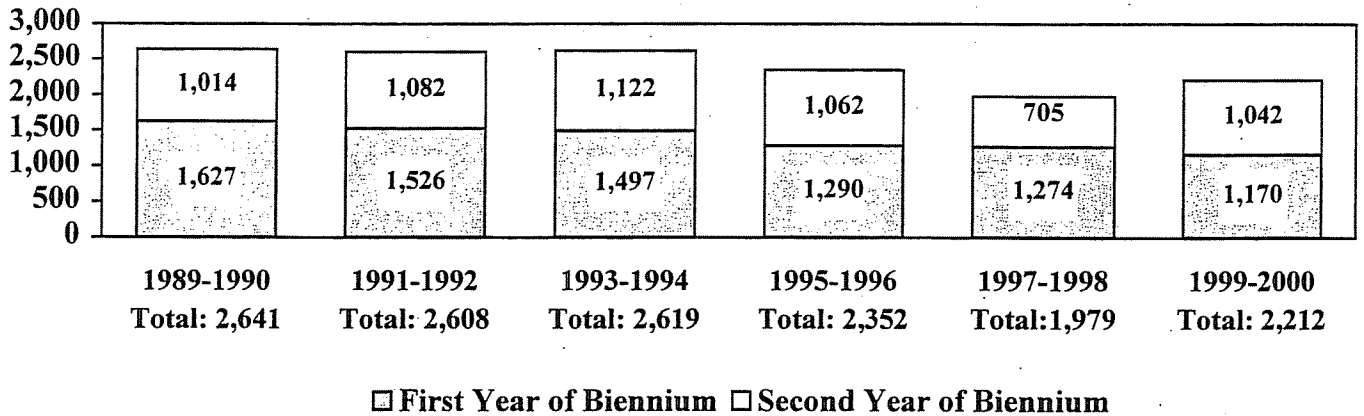
When bills are amended in committee or on the floor, the revisor's office merges the amendments into the bill text to produce engrossments, which help readers understand the effect of the amendments. The office also prepares "unofficial" engrossments of amendments adopted by one house to a bill that originates in the other house, "unofficial" engrossments of amendments that are being considered in committees, and other similar working documents.

If amendments cannot be engrossed, the reviewing attorney will suggest journal corrections for minor technical matters, or will work with interested members and staff to correct substantive problems that are found.

Computer programs developed in our office transfer data for engrossments to the legislative Web site.

In the 1999 session, 1,170 engrossments were completed and in the 2000 session, 1,042 were completed. These figures include unofficial engrossments requested by the desks. Of that number, the office prepared 636 engrossments on House bills in 1999 and 534 in 2000. The office prepared 534 engrossments on Senate bills in 1999 and 508 in 2000.

Engrossments



Enrollments

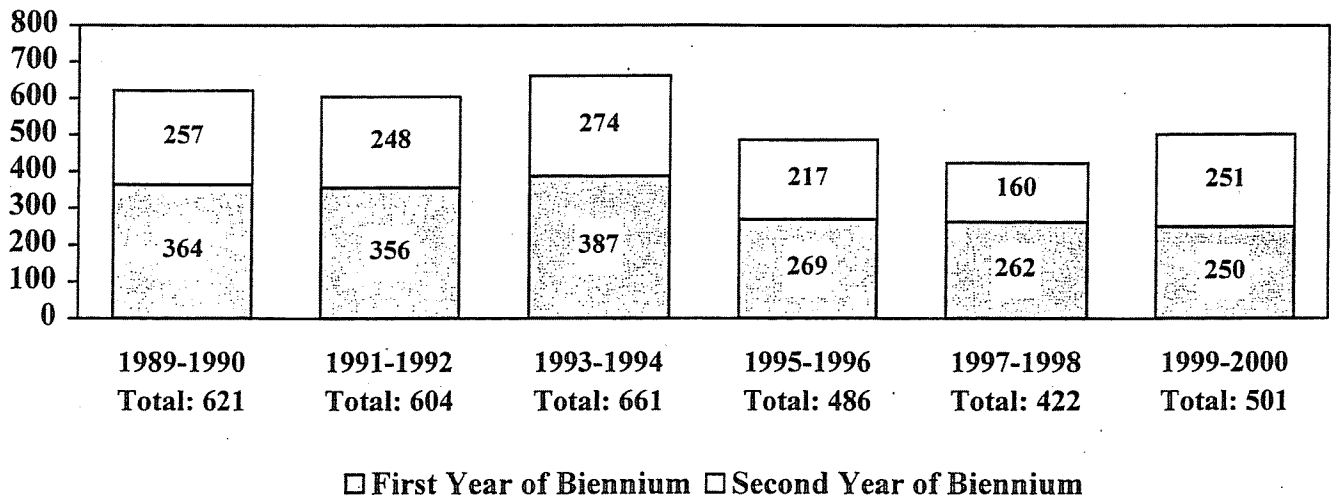
Source of mandate: Minnesota Statutes, section 3C.04, subdivision 5, and Joint Rule 2.07

After a bill has passed both houses in the same form, either as introduced or as finally engrossed, the bill is ready to be enrolled and presented to the Governor. Each enrollment is checked for technical accuracy and legal sufficiency.

Signatures of the presiding and chief administrative officers of each house, and the revisor, are obtained and the bill is formally presented to the Governor on behalf of the legislature. This work is done under time constraints imposed by the Minnesota Constitution.

In 1999, 250 enrollments were prepared and in 2000, 251 were prepared.

Enrollments



ADMINISTRATIVE RULE DRAFTING

Rule Drafting And Form Approval of Rules

Source of mandate: Minnesota Statutes, sections 3C.03, subdivision 2, and 14.07, subdivisions 1, 2, and 4

The office helps agencies to draft administrative rules, providing assistance to agencies to propose and adopt rules that are written clearly and concisely, consistent with legislative direction, and free of common drafting errors.

The office reviews and approves the form of all rules to ensure that they are numbered, formatted, and edited in a way that will fit smoothly into the published compilation of *Minnesota Rules*.

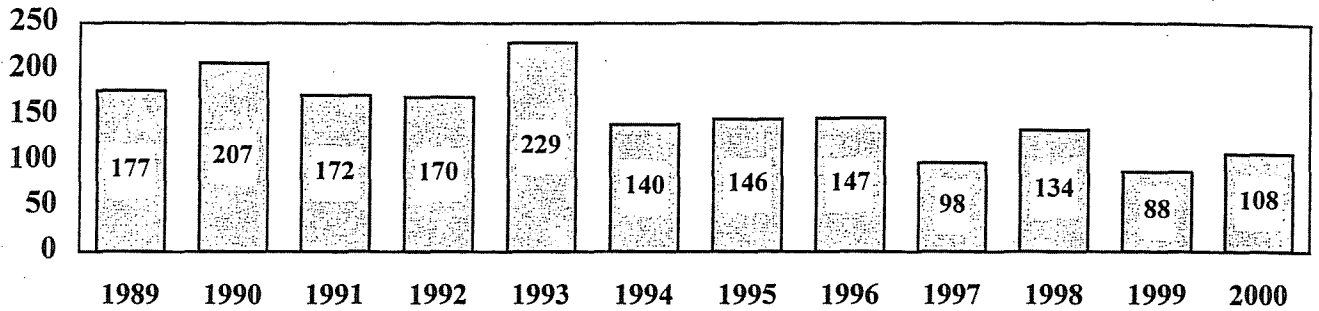
As part of this approval, the office certifies that documents incorporated by reference in rules are conveniently available to the public. Form approval is provided at the same time as a more substantive review as a part of the drafting assistance our office provides.

Quality controls for rule drafting include review and approval by the drafting attorneys and peer review by senior legal staff. Many redrafts of documents are typical as a part of the agencies' development of language for rules (see Average Document Drafts per File, next page). Other elements include clerical review, the use of specifically adapted computer programs, the text editing system, regular review of all processes, and formal and informal instruction of staff in quality control.

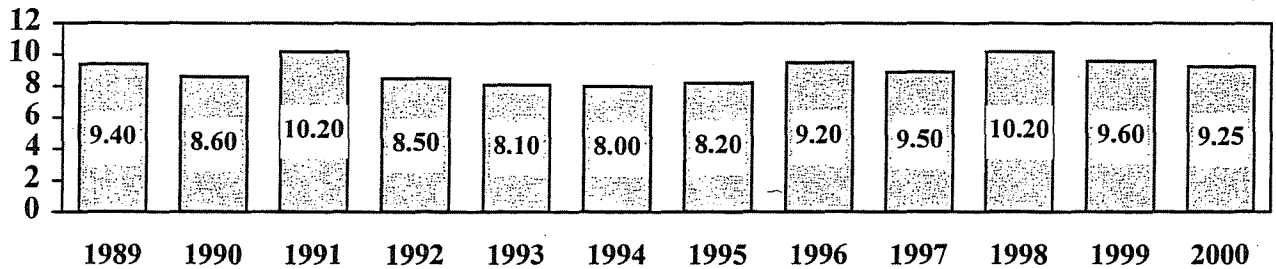
The computerized rule tracking system that provides public information about the progress of rules through the rulemaking process is being updated to run on the Internet on the BASIS system. When programming is complete, the system will include all rule proceedings since December 1980, the year the revisor's office took over rule drafting and publishing. The system will be available to the public via the Internet.

The office opened 88 rule drafting files in 1999 and 108 in 2000. The number of files decreased somewhat in the last two biennia after enactment of certain rulemaking reforms in 1995.

**New Rule Drafting Files
by Fiscal Year**



**Average Document Drafts per File
by Fiscal Year**

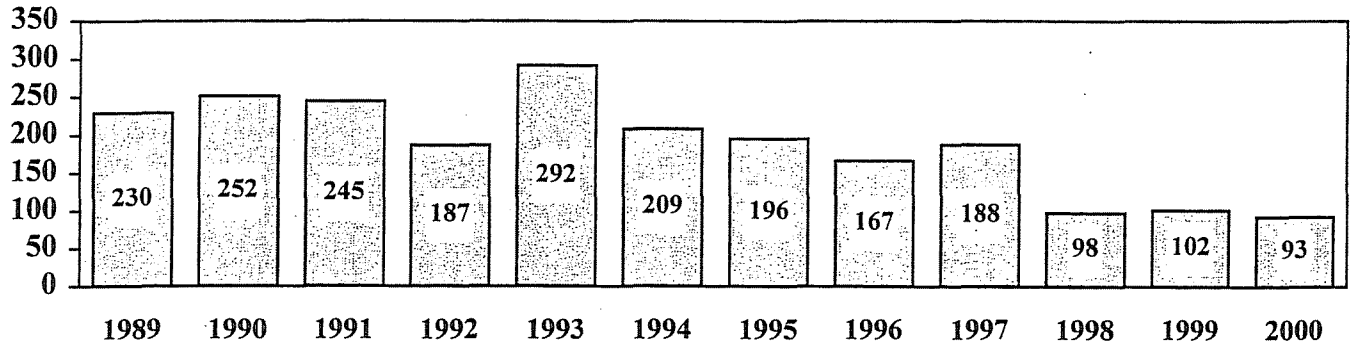


Proposed Rules

Source of Mandate: Minnesota Statutes, sections 14.07, 14.14, and 14.20

The revisor's office prepares the document that contains the text of a proposed rule, certified approved as to form, for publication in the *State Register*.

**Final Proposed Rule Drafts Approved
by Fiscal Year**

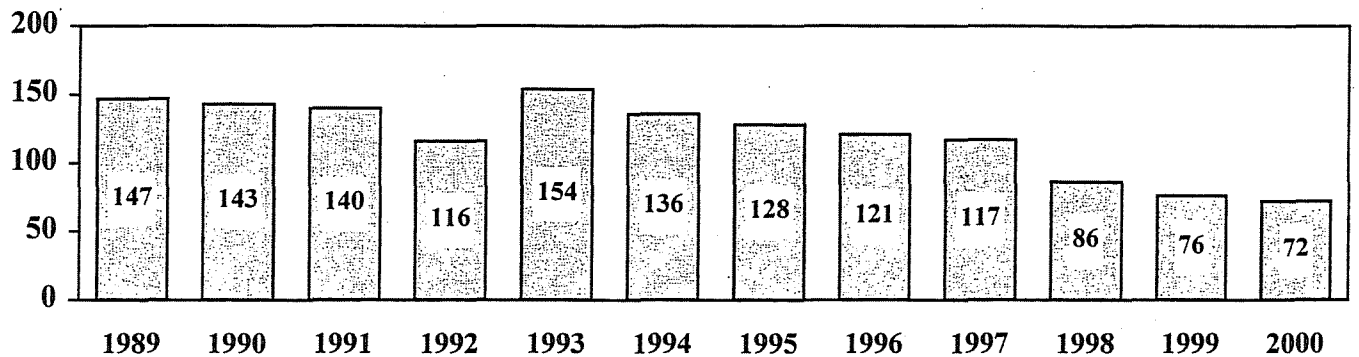


Modifications

Source of mandate: Minnesota Statutes, section 14.07

Agencies sometimes modify or change rules during the rulemaking process to correct defects found by the office of administrative hearings, in response to public comment on the rules, on their own initiative, or to reflect suggestions made by the reviewing attorney in the office. The office prepares the text of these modifications to rules, approved as to form, for use by agencies.

**Modifications
by Fiscal Year**

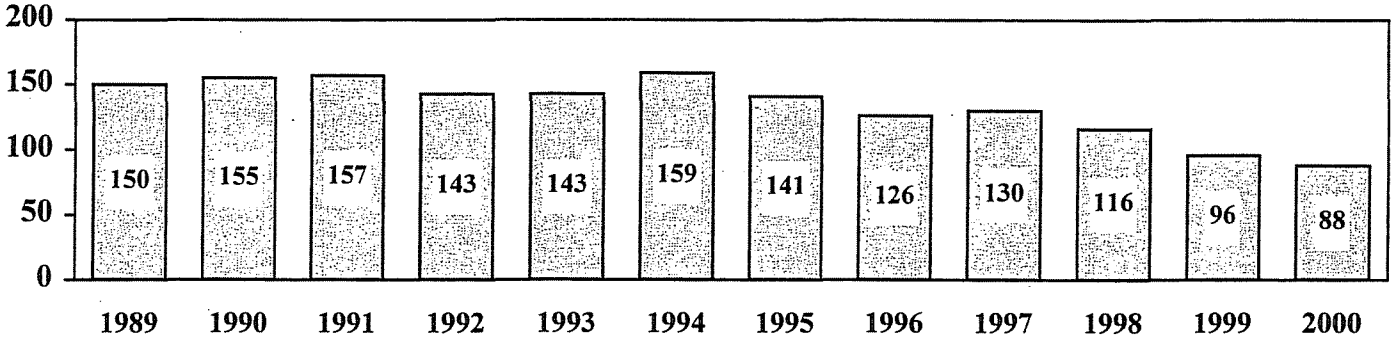


Notices of Adoption

Source of mandate: Minnesota Statutes, sections 14.18 and 14.27

Agencies are required to give the public notice of the adoption of rules. The office prepares and approves the form of these notices of adoption, which are then published in the *State Register*.

Notices of Adoption
by Fiscal Year

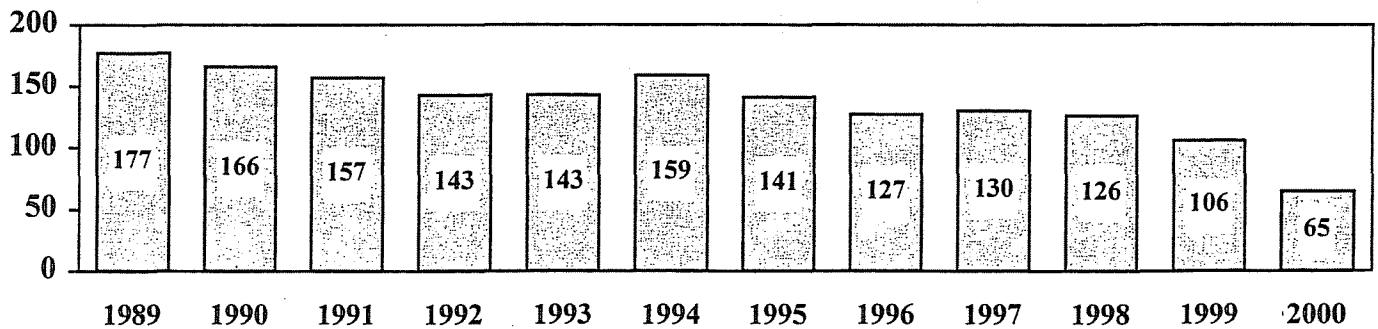


Adopted Rules

Source of mandate: Minnesota Statutes, sections 14.08, 14.20, 14.28, 14.38, 14.386, and 14.388

The office prepares copies of rules that have been adopted by agencies, approved as to form, for filing with the Secretary of State.

Final Adopted Rules
by Fiscal Year



PUBLICATIONS AND ACCESS TO DATA

Laws of Minnesota

Source of mandate: Minnesota Statutes, sections 3C.06 and 3C.08, subdivision 1

After each regular legislative session, the revisor's office publishes all laws enacted during that session. A computer program is used to check the integrity of the statutory language in *Laws of Minnesota*.

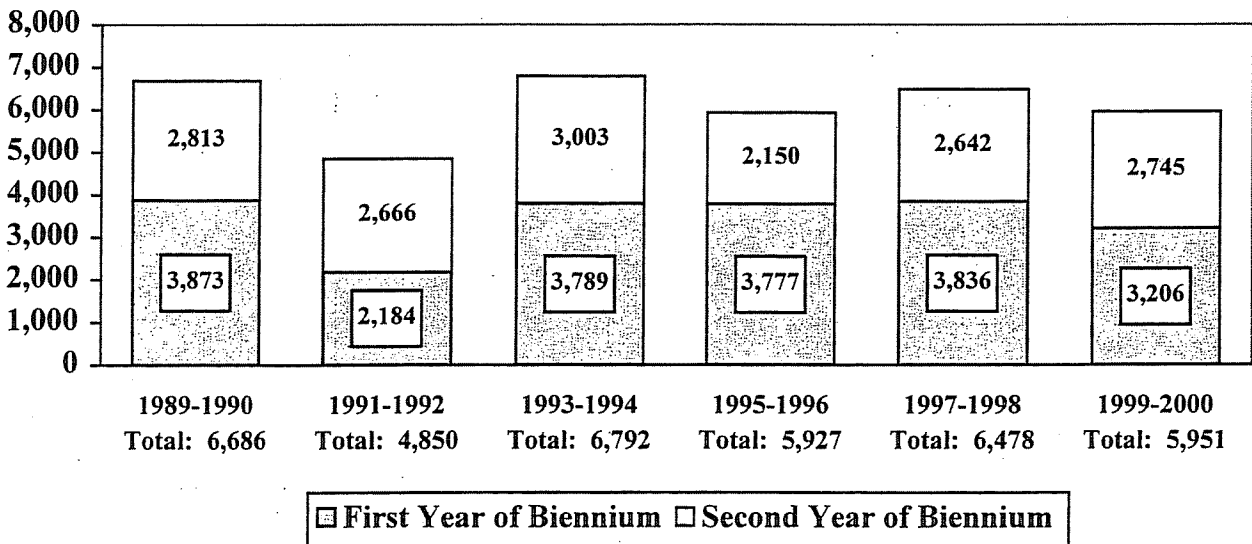
Laws of Minnesota 1999 contains 250 chapters affecting 4,238 sections of *Minnesota Statutes*. The number of statutory sections affected in 1999, when compared with the comparable odd-numbered year session in 1997, represents a decrease of over 1,200 sections affected in approximately the same number of chapters. The number of pages in the printed set decreased by 630 pages.

Laws of Minnesota 2000 contains 251 chapters affecting 2,965 sections of *Minnesota Statutes*. This is an increase of nearly 100 individual chapters over the comparable even-numbered year session in 1998. However, the actual bulk of the set, when comparing number of pages, increased by only about 100 pages.

In the last two biennia, the press run for *Laws of Minnesota* has remained constant at 3,100 copies.

Laws of Minnesota 1999 and *Laws of Minnesota 2000* are also available to the public on the Internet.

Session Law Pages



Minnesota Statutes and Supplement

Source of mandate: Minnesota Statutes, sections 3C.08 to 3C.12

Minnesota Statutes 1999 Supplement supplemented the 1998 edition of *Minnesota Statutes*. As in the most recent editions, the 1999 supplement was printed in pocket part format. A small number of 1999 supplements were bound as books for use by legislative staff. Sections affected by instructions to the revisor were included in the 1999 supplement.

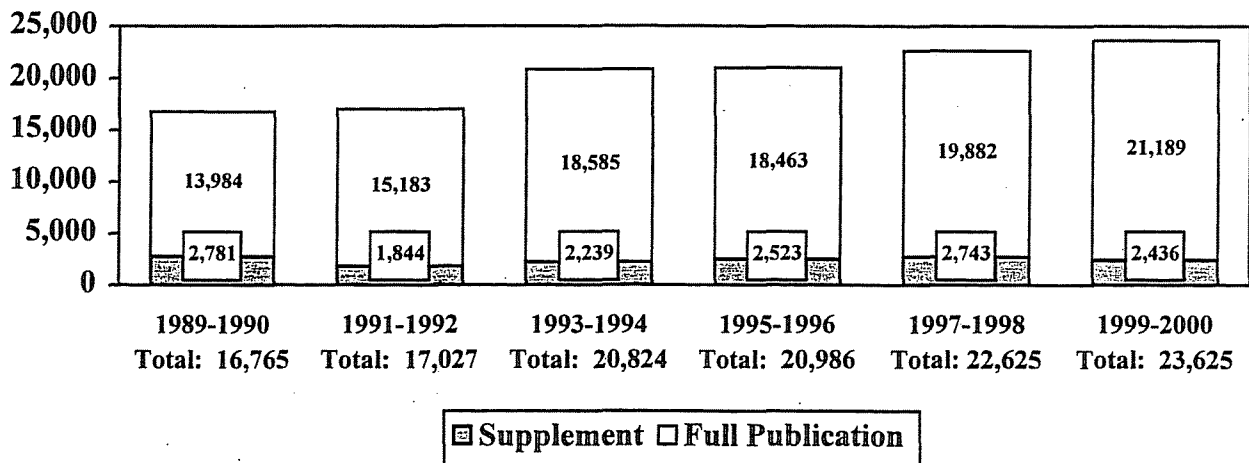
The full edition of *Minnesota Statutes 2000* is being printed at the time of this report. The publication includes section histories, tables, an index, and other editorial aids. The full set of *Minnesota Statutes* includes a volume of court rules. The number of pages in *Minnesota Statutes 2000* represents an increase of about 1,300 pages from *Minnesota Statutes 1998*.

Again in the biennium just ended, the number of instructions to the revisor and recodification of various chapters contributed to the large volume of work. Recodifications in the 2000 edition include data practices law in chapter 13, driving while impaired and related law in chapter 169A, sales and use tax law in chapter 297A, and insurance tax law in chapter 297I.

All materials are reviewed by staff attorneys and editors in two stages of the editorial work.

Minnesota Statutes 2000 is available on the Internet.

Statutes and Supplement Pages



Laws Tables

Source of mandate: Minnesota Statutes, section 3C.08, subdivision 1

Laws that pertain to specific political subdivisions are infrequently coded in *Minnesota Statutes* and need finding aids to make them accessible. The revisor's office produces tables of these laws to accompany both the session law publication and the statutes. The tables are compiled by a

staff attorney, not generated by a computer program. *Laws of Minnesota 1999*, Tables 4 to 6, and *Laws of Minnesota 2000*, Tables 4 and 5, list local laws passed alphabetically by the names of local government units. Also listed are the dates of local approval and the filing of approval with the Secretary of State if local approval has been filed. Table 1 of *Minnesota Statutes* also lists the acts alphabetically, from 1849 through the 2000 session.

The office also publishes other tables to help users find the law, including Table 1 of the session laws, indicating each time a previously enacted session law has been acted on in that legislative session. In 1999 the office began a project to prepare a consolidated, comprehensive Table 1. It is now available on the Internet back to 1945.

Other tables include, in *Laws of Minnesota*, a table to coordinate *Laws of Minnesota* with the permanent statutes and a table to convert House or Senate file numbers into chapter numbers. *Minnesota Statutes* includes an allocation of acts table, a table representing the organization of state government, a statutory cross-reference table, and a table of statutory authority for rulemaking.

Statutory Editorial Operations

Session Year	Session Chapters	Session Law Pages	Average Pages Per Chapter	Statute or Supplement Pages	Statutory Units – Amended	Statutory Units - New	Statutory Units - Repealed	Total Statutory Units - Other	Statutory Units - Affected	Session Laws Press Run	Statutes or Supplement Press Run
1989	358	3,873	10.82	2,781	3,246	1,762	794	31	5,833	2,600	4,300
1990	256	2,813	10.99	13,984	1,894	1,322	875	5	4,096	2,900	
Total	614	6,686	10.89	16,765	5,140	3,084	1,669	36	9,929		
1991	356	2,184	8.94	1,844	2,607	1,155	474	0	4,236	3,100	4,300
1992	244	2,666	10.93	15,183	1,995	1,073	380	22	3,470	3,100	
Total	600	4,850	8.08	17,027	4,602	2,228	854	22	7,706		
1993	381	3,789	9.95	2,239	2,954	1,202	419	8	4,583	3,100	4,300
1994	274	3,003	10.96	18,585	2,444	998	423	2	3,867	3,100	
Total	655	6,792	10.37	20,824	5,398	2,200	842	10	8,450		
1995	268	3,777	14.09	2,523	3,027	1,159	712	7	4,905	3,100	4,500
1996	206	2,150	10.44	18,463	1,876	648	750	22	3,296	3,100	
Total	474	5,927	12.50	20,986	4,903	1,807	1,462	29	8,201		
1997	261	3,836	15.04	2,743	3,439	1,254	635	135	5,463	3,100	4,500
1998	167	2,642	15.41	19,882	2,607	587	560	20	3,774	3,100	
Total	428	6,478	15.16	22,625	6,046	1,841	1,195	155	9,237		
1999	250	3,206	12.82	2,436	2,703	825	593	117	4,238	3,100	4,500
2000	251	2,745	10.93	21,189	1,720	818	347	80	2,965	3,100	
Total	501	5,951	11.88	23,625	4,423	1,643	940	197	7,203		

Minnesota Rules and Supplement

Source of mandate: *Minnesota Statutes, section 14.47*

Two supplements to *Minnesota Rules 1997* were published, one in 1998 and one in early 1999. The first contained changes to *Minnesota Rules 1997* adopted through July 27, 1998. The second contained changes to *Minnesota Rules 1997* adopted through January 4, 1999.

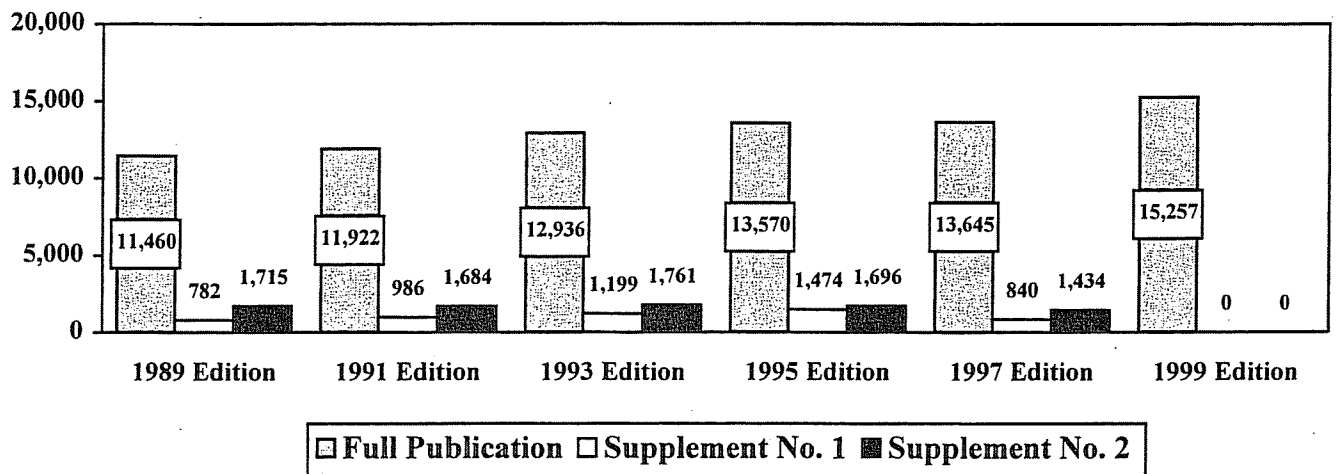
A full edition of *Minnesota Rules* was published late in 1999. In response to sales of the 1997 full edition, the 1999 press run was reduced by 200 sets to 1,000. The official, hardbound publication includes a table of *State Register* citations, a table of amendments, and a table of statutory authority.

Over the last several editions of *Minnesota Rules*, the revisor's office has instituted a process to remove obsolete rules under its authority in *Minnesota Statutes, section 14.47, subdivision 6*. This process has enabled some agencies to avoid a lengthy and expensive formal rulemaking process.

The text of *Minnesota Rules* has been available on the Internet, with search capabilities, since May 1997. The text is updated throughout the year as changes are adopted.

The 1999 published edition will be supplemented in 2000 and 2001 with pocket parts.

Rules and Supplement Pages



Indexes

Source of mandate: *Minnesota Statutes, sections 3C.06, 3C.08, and 14.47*

The revisor's office produced the following indexes in 1999 and 2000:

- index to *Laws of Minnesota 1999*
- index to *Laws of Minnesota 2000*
- index to *Minnesota Statutes 1999 Supplement* (pocket part)
- index to *Minnesota Statutes 2000* (full set published)
- index to *Minnesota Rules 1998, Supplement 1* (pocket part)
- index to *Minnesota Rules 1998, Supplement 2* (pocket part)
- index to *Minnesota Rules 1999* (full set published)
- index to *Minnesota Rules 2000, Supplement 1* (pocket part)
- indexes for internal publications as needed

The office continues to update the statutes index as completely revised in 1994. The indexing manual and thesaurus developed for the revision allow us to maintain the index with greater consistency. Complete reindexing of an area of the law is done in the case of an extensive revision, renumbering, or recompilation, such as the revision of Uniform Commercial Code, article 9, in 2000. Most indexing work is done by professional indexers under contract to the office.

During the biennium just ended, we have continued to do statutes indexing with a database for index maintenance introduced in 1997 and based on the BASIS database program. The database makes it possible to update the existing index and extract the changes to produce the supplement, rather than producing a separate supplement and editing it into the database by a separate step. It also makes it easy to prepare a supplement file that can be composed with our own in-house composition programs. Slow online response times, however, have made this indexing system difficult for contract indexers to use efficiently from remote sites. We continue to look for ways to improve efficiency.

A software upgrade in 1999 made it possible for the office to use CINDEXTM, an off-the-shelf, stand-alone application specifically designed for producing indexes. CINDEXTM was first used to produce the *Laws of Minnesota 2000* index, and it enabled us to cumulate the indexing regularly as laws were passed, to provide copies to the Legislative Reference Library, and, with some additional programming, to mount the index on the session laws Web page. With the online *Laws*, which are now available earlier than in the past, the online *Laws* index provides users with increased access to new law long before the printed books are available.

The office is continuing to experiment with this software and weighing the possibility of using it for the other indexes we produce.

Court Rules

Source of mandate: Minnesota Statutes, section 3C.08, subdivision 1

Work on the 1999 supplement to the *Court Rules* volume was completed on schedule. The volume includes extensive amendments to the Rules of Criminal Procedure, Sentencing Guidelines, Child Support Process Rules, and various rules regulating the legal profession. The *Court Rules* volume will be published in fall of 2000 as part of the set of Minnesota Statutes. This volume will include extensive amendments to the Juvenile Protection Rules and the Special Rules of Procedure.

Bill Drafting Manual

Source of mandate: Minnesota Statutes, section 3C.03, subdivision 4

The office publishes a manual of form requirements and drafting advice for the use of those who draft bills. A new edition of the bill drafting manual was published in 1997. It was edited and composed using the revisor's computer system. Many forms were added or revised in this edition. An electronic version of this manual is available on our Web site.

Rule Drafting Manual

Source of mandate: Minnesota Statutes, section 14.07, subdivision 1, clause (2)

The office publishes a manual of form requirements and drafting advice for the use of those who draft administrative rules. A new edition of the rule drafting manual was published in 1997. It was substantially reorganized and revised. Many new forms and aids to the user were included. An electronic version of this manual is available on our Web site.

Rulemaking Guide

Source of mandate: custom and usage

Since 1987, the office has published a guide to help agencies through the process of adopting rules. *Rulemaking in Minnesota: A Guide* describes each of the three types of rulemaking proceedings, explains what is required of agencies at each stage of the process, and provides references to the applicable laws and rules. The guide is periodically revised as necessary to include changes made to these laws and rules. A revised guide was published November 1, 1997, and is available in an electronic form on our Web site. The guide is being further revised and will be republished in November 2000.

Computer Searches

Source of mandate: Minnesota Statutes, section 3C.03 (extension of bill drafting assistance)

The office produces and upgrades software to perform word and phrase searches on statute, rule, and bill text. As well as doing such searches for our own drafting and editorial work, we do searches at the request of members, agencies, and some outside entities such as the County Attorneys Association.

Requests for searches have decreased because we have made it possible to search *Laws of Minnesota* and *Minnesota Statutes* online. In addition, *Minnesota Rules* is now searchable through the North Star system.

Copies of, and Access to, Public Data

Source of mandate: custom and usage

The legislative Web site is made available to the public by the revisor's office in conjunction with

the House and Senate index offices and the Legislative Reference Library. Our office provides access to the text of bills, statutes, and administrative rules. The Web site also provides public access to House and Senate bill status information. This information is input by House and Senate index staff, but computer support is provided by the revisor's data systems staff. Internet information is set out in more detail on pages 23 and 24.

The office also makes available, upon request, computer disks and paper extracts containing the text of portions of *Minnesota Statutes* and *Minnesota Rules*. Transfers are done for bills, statutes, and rules for state agencies, as well as for the general public. During the biennium, 207 paper and electronic extracts were requested for a total of 33,380 pages. Many of these extracts were customized combinations of statutes and rules. The revisor's office charges a fee for the extracts with a \$500 maximum for large documents. Revenue from the extracts is transferred to the general fund.

The office also sells copies of our entire databases or portions of our databases to outside sources as requested. Currently, the largest purchasers we have are Lexis-Nexis for use on its online services and West Group for use on the online Westlaw service.

LEGAL ASSISTANCE AND LIAISON

Counsel to Subcommittee on Claims

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 6, and custom and usage of the legislature (requested by LCC)

At the request of the Legislative Coordinating Commission, since 1991 the office has assigned an attorney to act as counsel to the Joint Senate/House Subcommittee on Claims. Craig Lindeke has acted as the counsel since the 1993 legislative session. Duties include reviewing the hundreds of claims made to the subcommittee, making recommendations on each claim, acting as counsel at subcommittee hearings, responding to telephone calls and correspondence from claimants and their lawyers, and drafting the annual claims bill. The work has included traveling to various places around the state to better understand claims.

Eighteen claims were paid in the 1999 claims bill (*Laws of Minnesota 1999*, chapter 169). Six claims were paid in the 2000 claims bill (*Laws of Minnesota 2000*, chapter 365). The 1999 bill also contained amendments to claims-related statutes suggested by the subcommittee.

Court Opinions Report

Source of mandate: Minnesota Statutes, section 3C.04, subdivision 3

As required by *Minnesota Statutes*, section 3C.04, subdivision 3, the office prepares a biennial report on Supreme Court and Court of Appeals opinions declaring a statute unconstitutional, pointing out deficiencies in a statute, or recommending statutory changes. To produce the report, staff attorneys read and review every case from the preceding two-year period. Reports are submitted in November of each even-numbered year.

The report submitted in 1998 contained 15 cases. Three cases involved questions of constitutionality in particular statutory applications.

Uniform Laws Conference

Source of mandate: Minnesota Statutes, section 3.251

The revisor or the revisor's designated representative is one of Minnesota's four appointed Uniform State Laws commissioners. Michele Timmons attended the 1999 meeting of the National Conference on Uniform State Laws. At the 1999 annual meeting, the conference approved a final draft of the Uniform Electronic Transactions Act (UETA). Michele Timmons also attended the 2000 annual meeting.

The office drafts uniform laws at the request of Minnesota commissioners for introduction and consideration by the Minnesota Legislature. In the 1999-2000 biennium, the office drafted 17 Uniform Acts. During the 2000 session, the Minnesota legislature adopted article 9 of the Uniform Commercial Code and the Uniform Electronic Transactions Act (UETA).

Information for Other State Offices and the General Public

Source of mandate: Minnesota Statutes, section 43A.04, subdivision 11, and custom and usage

Attorneys and other staff in the revisor's office answer numerous questions from the public relating to laws, statutes, and rules. Attorneys also act as faculty for continuing legal education, addressing classes in law or public administration, and participating in organizations such as the Interagency Rules Committee. The computer searches we provide are also a source of information to state agencies and the public.

We provide information to state agencies in conjunction with our drafting duties. We have offered or assisted in offering seminars to agency staff on drafting in general and on specialized areas in drafting. We participate in the annual training for agency rulemaking staff coordinated by the Department of Employee Relations.

In 2000, Marcia Ketel, Deputy Revisor for Editing, was elected vice-president of the Administrative Codes and Registers Section, a standing subcommittee of the National Association of Secretaries of State.

In 1999, the office began a series of educational seminars for attorneys and other staff. A total of ten hours of continuing legal education credit has been obtained for these seminars, which have been attended by hundreds of legislative and executive branch staff, as well as members of the public. Both attorneys and non-attorneys are invited to attend.

The office has also made a number of other efforts to expand its educational function in the legislature. In the fall of 1999, an office task force was formed to look at the issue of writing standards that needed to be updated. While the revisor's manual was last revised in 1997, this is the first time in some years that the office has made an organized attempt to identify outdated, inconsistent, and misunderstood writing standards that the office and the rest of the legislature applies to bill drafting. The task force finished its work in October 2000 and has presented its proposals to the revisor for

review. When the review is complete and new writing standards are adopted, it is expected that the standards will greatly facilitate and streamline bill drafting.

Another task force in the office has worked with our counterparts in the House Research Department and the Office of Senate Counsel and Research to study how effective date provisions in bills can be drafted more efficiently. On omnibus bills, as bill sections are added and deleted in committee, it becomes very difficult to tie an effective date section at the end of a bill or article to its correct section counterpart. Mistakes can be made under the intense pressure to quickly produce omnibus bills. A pilot program was begun in the 1999 session to append effective date language immediately following the affected section. With the success of the pilot program, the task force plans to expand and make permanent this new drafting method.

During the biennium, office staff have also participated in meetings of Council of State Government, the National Conference of State Legislatures, and the Minnesota Bar Association. The office also helped to staff the legislature's State Fair booth, and the House of Representatives new member orientation in November 1998.

In February of 2000, the office held an open house to further expand its outreach and educational activities. The open house was well attended by members, staff, and state agency personnel who were led through a tour of the office's activities by a series of presentation boards.

Compiling Data on Operation and Effect of Laws

Source of Mandate: Minnesota Statutes, section 3C.04, subdivision 2

The office gathers information on the operation and effect of laws by encouraging staff to request specialized legal treatises relating to their assigned bill drafting subject areas. Several attorneys have acquired collections that they actively use in drafting. Acquisitions to these collections are made on a regular basis.

Internal Operations

Source of Mandate: custom and procedure

In November 1998, Michele Timmons became the Revisor of Statutes. Since then, Michele has undertaken a number of internal organizational efforts. In addition to the writing standards task force referred to above, two more task forces were formed to address issues that a majority of office staff had articulated as ones they would like to see studied. An editing task force and a policy and procedures task force were formed of individuals from each sector of the office. The editing group is continuing to meet, and the policy and procedures task force has submitted its recommendations to Michele. As a result, the office now has a new mission statement and a new nonpartisanship policy.

The biennium also saw a major effort undertaken to write job descriptions for each position in the office. The office had not had job descriptions updated since 1993, so each position had to be reevaluated and described, with contributions from each member of the office. Job descriptions are now in place for all positions.

The biennium also saw a shift in the accounting procedures in the office, with payroll responsibilities

for the office being consolidated with other entities in the Legislative Coordinating Commission. In addition, in conjunction with the Legislative Coordinating Commission, the office begun its participation in a job study of all joint legislative offices.

COMPUTER SERVICES

Maintaining a Computer System

Source of mandate: custom and usage

The revisor's computer operations provide computer programs and equipment used in the preparation of legislative documents and in the publication work of the office. Terminals, printers, and access to our systems are made available to staff in the Office of Senate Counsel and Research, the House Research Department, the House and Senate index offices, the Legislative Commission on Pensions and Retirement, the Chief Clerk's office, and the Secretary of the Senate's office. Training and help-desk support is provided to users of the systems.

The core revisor computer system offers several unique capabilities. Many of these functions have been in use for many years. The ability to incorporate, or engross, amendments by program and a program that creates a "rough" statute supplement from session laws are two examples.

The computer system includes an IBM VM mainframe, ten Hewlett Packard Unix servers, two NT servers, approximately 120 desktop NCD x-terminals, network switches, a Cisco router, and 20 printers.

The revisor's office uses the Text Editing (TE) system running on the mainframe to prepare all house committee reports, House and Senate conference committee reports, side-by-side full text reports, drafting and modification of administrative rules drafts, and maintenance of our statutory and administrative rules databases. The House Research Department and Office of Senate Counsel and Research also use TE for bill and amendment drafting. Offices under the Secretary of the Senate use TE for creating senate committee reports, senate daily and permanent journals, and senate floor amendments. Staff in the chief clerk's office use facilities developed in TE to extract data for inclusion in the daily and permanent journals.

Procedures and programs have been developed to extract amendments from the VM system for display on the House and Senate Web sites. In the last biennium, the House and Senate bill status systems were migrated from VM to our Unix system. BASIS, a commercial software product, was configured by revisor's computer staff for these functions. The entry of status information by House and Senate index is immediately available on the Web. Programs and procedures were developed to extract data to be used in several House and Senate documents from the BASIS databases.

XTE, an application in development that will replace the VM TE system, was expanded in the biennium to include facilities for nearly automatic preparation of the Senate agenda and Senate calendars. To produce these documents, XTE programs were written to extract and format data from the VM system and the BASIS database. Initial programs were also developed to convert, and transfer to the Senate, the XTE-created Senate floor documents. These documents were placed on the Senate Web site.

The Cisco router, which connects the House, Senate, Legislative Commissions, the Legislative Reference Library, and revisor networks with the InterTechnologies division of the Department of Administration and the Internet, was upgraded in December 1998. This upgrade allowed for a bandwidth increase ten times greater than the prior router.

In December 1998, the mainframe was upgraded with new hardware, including raid disk arrays, and with a current operating system, VM/ESA. Except for power outages, the system has proven to be extremely reliable. New disk storage batteries have been installed to minimize the downtime due to loss of power.

Several of our Unix servers have been upgraded to faster models, and more current operating systems have been installed. In addition to the Web and BASIS applications, the Unix servers are utilized for several other functions including e-mail, Internet Web access, and continuing development of XTE.

Internet

Source of mandate: custom and usage

The revisor's office's efforts in providing Internet access to data have been very successful. We have been able to contribute a considerable portion of data to the main legislative Web site. Statistical counts for access to data on our Web applications are consistently high, especially during the legislative session when it is not unusual to see the counts approach nearly 1,000,000 for a weekly time period. The table below shows the number of visits to the revisor servers since the inception of Internet availability in 1994.

Almost all official revisor's publications are available on the Internet via the legislative Web site, including *Minnesota Statutes*, *Laws of Minnesota*, and *Minnesota Rules*. Some of the tables that are found in the printed editions, and the *Court Rules*, are not yet available on the Internet.

Minnesota Statutes is fully updated annually online although the printed publication is only fully updated every two years. In addition, *Laws of Minnesota* is available online from 1994 to the present. In 2000, the office was able to make a preliminary version of session laws available online shortly after the conclusion of the legislative session. This was about a month earlier than session laws had been available online in previous years, and much earlier than they could be made available in printed form.

In the last biennium, the office has used a commercial software product, Cindex, to create the index for *Laws of Minnesota 2000* and make it available on the Internet for the first time. In addition, the entire statutes index for *Minnesota Statutes 2000* is now available on the Internet. Programs were written to format the indexes with internal links and with links to session laws and statutory sections.

The statutes are searchable through the revisor's Web site and the session laws are searchable through North Star. With the addition of the session law and statutes index to the Web site, users now have a powerful arsenal of tools to quickly help them find the laws they are seeking.

In 1999, the office also made available online a consolidated Table 1 from *Laws of Minnesota* covering the 1975 legislative session through the 1999 legislative session. (Table 1 shows action taken each year on uncoded session laws passed in previous sessions.) Work is continuing on Table 1, and data from 1945 through 2000 is now available online.

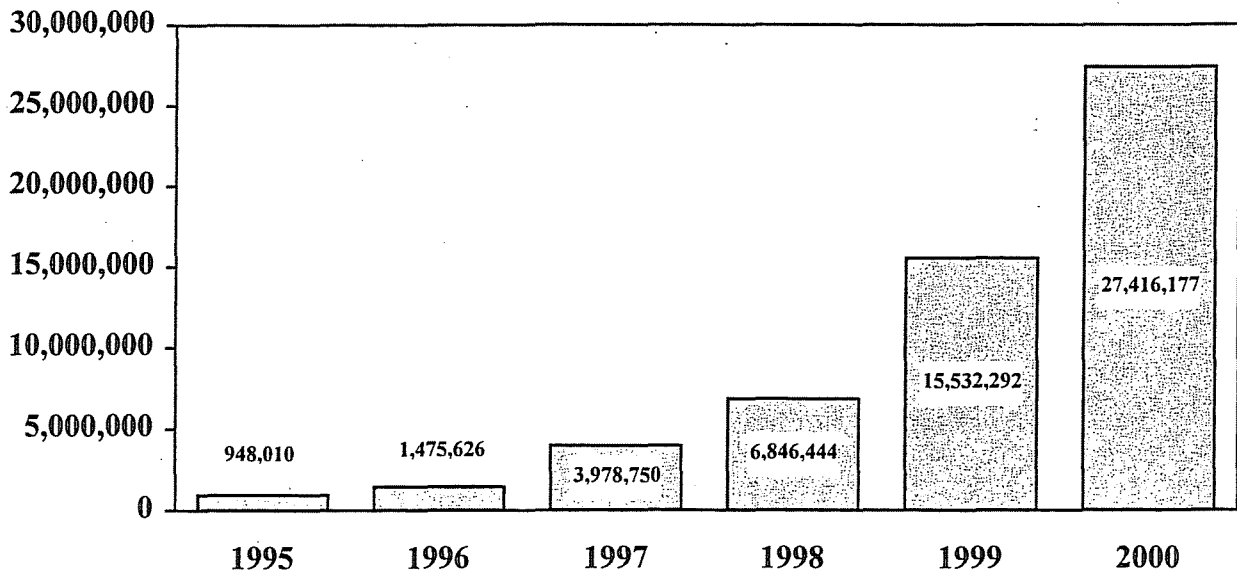
House and Senate bill status are also available via revisor servers. House and Senate bills have been available since 1995 and conference committee reports, unofficial engrossments have been made available more recently. This information is maintained on the Web, so that users can search bill status back through 1995.

Minnesota Rules is also available online, and is continuously updated, as rules are adopted, usually within a week after publication of the notice of adoption in the *State Register*. The rules are searchable through the North Star system. The revisor's drafting and rule drafting manuals are also available on the Internet.

In 1999, the legislature amended *Minnesota Statutes*, section 3C.12, subdivision 2, to require the revisor to survey recipients of free copies of the publications in light of the online availability. The revisor's office is monitoring Internet usage for potential impact on the size of the press run, but it is currently not being significantly affected.

The graph below shows the number of "hits" on Revisor servers from the inception of the Gopher server in 1995. Two other servers were added to the Gopher server, one in 1996, and one in 1999. Users of the legislature Web site are now able to quickly and easily access a wealth of legislative information, making Minnesota's legislative Web site one of the most highly regarded in the nation.

Access to Revisor Servers by Fiscal Year



ACKNOWLEDGEMENTS

Thanks to the following staff members for their contributions to this report:

Jacqueline Ahrens, engross/enrolling, committee report statistics
Maryann Corbett, indexing operations
Craig Gustafson, court rules operations
Kathleen Jents, graphics design, data entry, and layout and styling
Marcia Ketel, editorial operations
Diane Knowlton, statutory editing, extracts statistics
Clayton Larson, computer operations
Craig Lindeke, claims bill
Paul Marinac, bill drafting and rules operations, editing of report
Kathryne Maxson, rules editing
Ron Ray, Supreme Court report
Martha Rhode, bill drafting statistics and coordination, editing of report
Carla Riehle, revisor's bills, editing of report
Corrine Staeheli, rules operations
Jan Vaidich, court rules